



STAFF REPORT

Resolution Approving the First Amendment to the Professional Services Agreement with Harris & Associates for services related to the Police Department/City Hall project

Honorable Mayor and Council Members

Summary

Harris & Associates was retained in November 2001 to provide project management services for the Police Facility/City Hall project. Staff is recommending their contract be amended to include construction management services and that Council approves the attached resolution to that end.

Background and Discussion

Harris & Associates is a national engineering consulting firm based in Concord. After bids on the previous project were rejected, Harris was hired by the City to act as project manager. They had been previously hired by the City in 2000 to perform construction management services on the City Hall Retrofit project. They are currently working as construction managers for the Fire Station 14 project and fire staff has been very pleased with their work.

Harris & Associates has extensive experience with construction management and has submitted a revised scope of work to take on this additional role for the Police Facility/City Hall project. Keith Anderson, the project lead, is intimately familiar with the plans and would be an asset to the project. Anderson would serve as the City's primary liaison with the contractor and his basic areas of responsibility would include:

- Preconstruction conference and weekly meetings
- Manage project correspondence and data
- Manage change orders
- Monitor construction schedule
- Process payment requests
- Document the work
- Provide quality control inspection
- Daily inspections
- Mitigate claims
- Oversee closeout activities
- Prepare final report

He would have an office on site and would work full time on this project for over a year. The firm's approach and fee structure can be found in Attachment A. The total fee is not to exceed \$365,000 (this is less than the fees for similar services on the previous project). Staff is requesting a small contingency of \$20,000 for unforeseen circumstances or delays beyond the contracted timeline.

Fiscal Impact

Funds are available in the project budget (Account 305-4510-2055-8331) to cover the cost of the construction management services noted in this report.

Recommendation

Staff recommends Council approve the attached resolution authorizing the first amendment to the Professional Services Agreement with Harris & Associates for services on the Police Facility/ City Hall project.

Alternatives

1. Hire another firm for construction management services.
2. Do not hire a firm for construction management services.
3. Provide alternative direction to staff.

Attachments

- A. Approach and Fee Schedule
- B. Resolution

Respectfully submitted,

Daniel Rich
Assistant City Manager

Jere A. Kersnar
City Manager

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES FOR SERVICES RELATED TO THE POLICE FACILITY/CITY HALL PROJECT (CITY CONTRACT 415-A)

WHEREAS, Harris & Associates was hired to perform project management services (Resolution 9111); and

WHEREAS, the City of Belmont requires additional construction management services for the Police Facility/City Hall project; and

WHEREAS, Harris & Associates is qualified to perform construction management services, and has agreed to provide such services under the terms of Exhibit A; and

WHEREAS, the terms of Exhibit A supercede the terms approved by Resolution 9111; and

WHEREAS, the contract is for \$365,000 and staff requests a contingency of \$20,000 for a total authorization of \$385,000; and

WHEREAS, funding for this amendment is budgeted for in Account #305-4510-2055-8331.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Belmont hereby authorizes and directs the City Manager to execute said amendment to Agreement in a form approved by the City Attorney, and directs the City Clerk to affix her signature thereto.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on July 22, 2003 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont